

FAQ for FY2021 Plan & Budget

(updated 2/27/20)

1. **Deadline:** The Plan and Budget forms for FY2021 are due by close of business April 17, 2020. Please contact Maria Browning at Maria.Browning@ky.gov if you have any submission problems with the Plan & Budget Reports.
2. **Deleted Forms:** The following forms are not required for **FY2021** (* indicates form has been replaced by another for FY2021):
 - Form 101–PES–Tobacco PBFR (region 10)
 - *Form 101–ECMH PBFR–is now to be reported on Form 214
 - *Form 101–Project Link PBFR (region 6)–can now be reported on Form 155E
 - *Form 101–Project Pride PBFR (region 15)–can now be reported on Form 155E
 - Form 133–PATH Project Narrative (regions 4, 6, 7, 10, 12, 13, and 15)
 - Form 147–PES–Tobacco (region 10)
3. **Form 110 Regional Prevention Center (RPC):** This form will not be required for the 2021 Plan and Budget since the work plan can now be entered into the Prevention Data System directly. **Forms 110B–RPC Spending Plan** is submitted during the Plan & Budget timeframe, and subsequently with the receipt of additional funding sources that substantially change projected plans during the fiscal year. The RPC's will be directed by the Prevention Branch Manager when they should resubmit the 110B should this occur. **110C–RPC Project Budget and Financial Report**, and **110D–RPC Staffing Form** are still required for Plan & Budget. Please contact Paula Brown at Paulab@ky.gov or (502)782–7384 with any questions.
4. **Form 113D–Emergency Implementation Report:** New this year is a slightly revised definition of Children's Diversion from the Justice System Program; a new data request of percent of National Suicide Prevention Lifeline calls originating from the region answered; removed data request of number of formally scheduled training events provided to detention center/juvenile justice staff; and the telephonic crisis services section was renamed Call Center Services and data element number one clarified to include all call center calls. For information in this form, please contact Christie Penn at Christie.Penn@ky.gov or (502)782–6183.
5. **Form 114 Early Childhood Mental Health Narrative:** This Plan and Budget form requires information about the Early Childhood services provided by the region. For further clarification or assistance, please contact Brittany Barber at BrittanyA.Barber@ky.gov or by phone: (502)782–7999.

FAQ for FY2021 Plan & Budget
(updated 2/27/20)

6. **Form 115– Adult System of Care Mental Health Application:** The Adult Mental Health Application submitted during Plan and Budget, takes into account that 100% of each region’s (overall) Mental Health Block Grant funding allocated for adults with SMI must be spent on the provision of the following evidence based practices: Assertive Community Treatment, Supportive Housing, Supported Employment, and Peer Support as part of the DIVERTS initiative. Definitions and fidelity tools are listed in the Adult Objectives and Instructions. For further assistance, please contact Tom Beatty at Thomas.Beatty@ky.gov or (502)782–6148.
7. **Form 117–MH Financial Planning and Implementation Report:** Form 117 will be collected for Plan & Budget and quarterly thereafter. Report planned and actual expenditures on form 117 for SMI and SED, by service as indicated by row and by funding source indicated by column headings. For further clarification or assistance please contact Michele Blevins at Michele.Blevins@ky.gov or (502)782–6150.
8. **Form 118–Children, Youth and Young Adults System of Care Application Form:** Contact information for key child and youth programs is requested; number of staff trained and/or certified in several specialty areas is requested; questions specific to Kentucky Strengthening Families protective factors are asked; the service array grid includes new Medicaid covered services. For further clarification or assistance, please contact Beth Jordan at Beth.Jordan@ky.gov or by phone: (502)782–6172.
9. **Form 119–Youth and Young Adult Services System of Care Application:** This form captures information about programming for Transition age youth and young adults. The application has become necessary due to specified funding for programs like TAYLRD, iHOPE, and CABHI. Please contact Janice Johnston at Janice.Johnston@ky.gov or at (502) 782–6170 if you have any questions.
10. **Form 131–IMPACT Region–wide RIAC funds:** This signed form is due with Plan & Budget and semi–annually thereafter. Form 131A–IMPACT Region–wide RIAC Funds Instructions includes detailed instructions to complete this form. Please contact Diane Gruen–Kidd at Diane.Gruen-Kidd@ky.gov or (502)782–6165 for additional assistance.
11. **Form 132–Emergency Services Application:** The Emergency Services Application, submitted during Plan and Budget, reflects the full array of service elements included in an Emergency System of Care. Service indicators are utilized to

FAQ for FY2021 Plan & Budget
(updated 2/27/20)

complete the service array grids for each population. New for FY2021, contact information for agency's lead suicide prevention/suicide care contact; new questions added related to community disaster collaboration, emergency transportation, crisis services for out-of-region clients, crisis follow-up services and best practices (with equal number of questions deleted); for the adult and child service array grids, some service names and/or definitions have been revised (Crisis Assessment via Telehealth, Ready Access to a Physical Health Consultation, Medical Evaluation by a Physician or APRN with 24 Hours or Next Business Day, ready access to a Psychiatric Consultation, Medical Evaluation by a Physician or APRN within 24 Hours or Next Business Day, IDD Medical Care and Prevention Services are now combined; for the adult and child service array grids, new services have been added including Quick Response Teams, Follow-up, Outreach and Support. For further clarification, please contact either Christie Penn at Christie.Penn@ky.gov or (502)782-6183 or David O'Daniel at David.odaniel@ky.gov or (502)782-6252.

12. **Form 140– I-DD Financial Implementation Report:** Form 140 shall be submitted during Plan and Budget and quarterly thereafter. Instructions for completing form 140 can be found within the Start and Instruction tab of the spreadsheet as the Form 140 Overall Instructions PDF. Information on the form includes restricted and crisis funds combined into a single restricted funding source, a Cumulative Client List sheet for each CMHC to enter a non-duplicative list of who they serve throughout the fiscal year, and to mark the quarter(s) they served them and what services were provided. The quarterly sheets have the distinct clients per service being auto-calculated based on the entries into the Cumulative Client List sheet. The SGF client quarterly listing is within the form so that the separate DPR 201–SGF Client Service Listing is not needed. For clarification or assistance, please contact Dan Eberhardt at Dan.Eberhardt@ky.gov or for assistance with the form, please contact James Kimble at James.Kimble@ky.gov.
13. **Form 147 Prevention Enhancement Specialist (PES) Annual Planning Form:** Regions 3, 5, and 15 shall submit Form 147 with the annual Plan & Budget. These regions shall submit a form 101–Project Budget and Financial Report with Plan & Budget and quarterly thereafter. For further clarification or assistance, please contact Tiffany Quarles at TiffanyL.Quarles@ky.gov or by phone: (502)782-0870.

FAQ for FY2021 Plan & Budget

(updated 2/27/20)

14. **148C–Array of Services for Adolescents with Substance Use and Co-Occurring Disorders:** This Plan & Budget form identifies substance abuse and co-occurring services within each county of the CMHC for Youth. Form 148D provides instructions for completing these forms. For further assistance, please contact Katie Stratton at Katie.Stratton@ky.gov or (502)782–6192 or Maggie Schroeder at Maggie.Schroeder@ky.gov or (502)782–6188.
15. **Form 155A–KY Moms MATR Application, 155D–KY Moms MATR, Project PRIDE, and Project LINK Budget Justification Instructions, 155E–Pregnant and Parenting Women Substance Use Services Budget Justification and Proposed Expenditures Form:** These forms are for regions with KY Moms MATR programs. Requirements include timely submission of case management data and discharges via the UK CDAR website. The KY Moms MATR Application for Funding Form 155A, and the Budget Justification Form 155E are submitted to request funding. Form 155E has been updated and is to be submitted as part of the KY Moms MATR, Project PRIDE, and Project LINK application packets. The Project Budget & Financial Report DPR Form, 155C, is submitted 30 days following the close of each quarter. For further assistance, please contact Katie Stratton at Katie.Stratton@ky.gov or (502)782–6192 or Maggie Schroeder at Maggie.Schroeder@ky.gov or (502)782–6188.
16. **Form 160–Substance Abuse Treatment Financial Planning and Implementation Report:** This form includes a list of Substance Abuse Treatment Components to identify the component and report anticipated expenditures for Plan & Budget and actual expenditures quarterly thereafter. Instructions for filling out this form can be found on the Plan & Budget website as 160A–SA Treatment Financial Planning and Implementation Report Instructions. For further clarification, please contact Michele Blevins at Michele.Blevins@ky.gov or (502)782–6150.
17. **Form 167 Substance Abuse and Co-Occurring Disorder System of Care Application:** Substance Abuse programs are required to complete Form 167. This application includes information about services for individuals with co-occurring substance use and mental health disorders, as well as both adults and adolescents; therefore, it is recommended that the Substance Abuse Director consult with both the Mental Health Clinical Director and the Children’s Services Director in order to complete the form. For additional assistance, please contact Katie Stratton at Katie.Stratton@ky.gov or (502)782–6192.

FAQ for FY2021 Plan & Budget

(updated 2/27/20)

18. **Form 214–Early Childhood MH Program Budget Form:** This form has the State Opioid Response (SOR) funds for the Early Childhood Consultants (ECC) within separate columns. If you have any questions on how to complete the form, please contact Brittany Barber at either BrittanyA.Barber@ky.gov or at (502) 782–7999. ECC budget and expenditures will be reported on Form 214 along with the ECMH budget and expenditures. While the funds come through substance use, the program is to be implemented through children’s services within the CMHC in collaboration with the ECMH program under the supervision of the children’s services director. The program description, deliverables, reporting, and monitoring requirements for ECC can be found in Section 2.00 (Services to Children/Youth and Families) of the CMHC contract.
19. **New Form(s):** The following forms are new for FY2021 Plan & Budget:
501–KY SOC Five Safety Net Budget Form (regions 3, 4, 13, and 14)
20. **Notice of Funding:** Emails with funding letters will be forthcoming. For FY2021, FEP funds will be reconciled.
21. **Guidance Documents:** The Adult, Children, Emergency, and Substance Use Treatment Objectives contain valuable information to assist with the Plan & Budget application. PLEASE refer to these documents prior to completing the various applications.
22. **Rate Information:** Emails with rate information will be forthcoming. Please contact Ricky Spaulding at (502) 782–6137 if you have any additional questions regarding rates.
23. **Revisions:** Any revision/modification to a PB submission after an initial PB submission has been completed can now be resubmitted through the system if submitted on a different day than the last submission. The system attaches the submission date onto the document title and prevents over–write of the previous submission and original submission date. Maria and Jennifer can still manually upload revised submissions to the appropriate folder, if needed, for same day revisions.